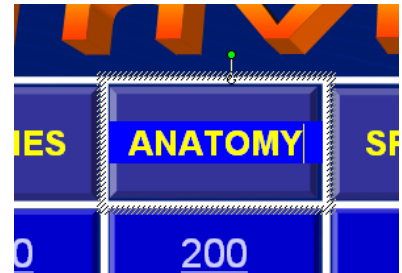


Setting up the Jeopardy template in TurningPoint

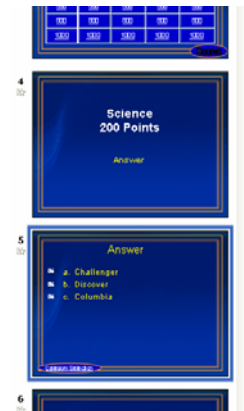
1. Open TurningPoint
2. Open the Jeopardy_Template.ppt file
3. If you'd like, you can change both the number of teams, and the names of each team.
 - a. To change the number of teams, add or delete a line
 - b. To change the name of a team, replace "Team #" with a name.



4. Now it's time to customize the categories.
 - a. Click on any of the category names to edit it.
 - b. Type your new category
 Tip: It's helpful to remember what you are replacing. For example, if you replace the template's "Music" category with "Anatomy" you'll need to type "Anatomy" anywhere you see "Music" throughout the presentation.



5. The next step is to edit all the Answer/Question slides. Some of the template's slides have Answers & Questions already entered; some just have prompts.
 - a. Replace the examples or prompts with your own material.
 - b. Don't forget to change the category names to match the big board!



6. The only "tweaking" you may need to do involves changing which slide PowerPoint directs you to when you click on something. For instance, if you add, remove, or re-order slides, you may find that clicking on the "Scores" button (on the big board) goes to the wrong screen. To fix this:
 - a. Right click on "Scores"
 - b. Click "Action Settings"
 - c. Select the appropriate slide under "Hyperlink to:"
 - d. You may also use these steps to fix other broken hyperlinks in your presentation.

